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TARESTRY

FILE Training

MEMORANDUM FOR:

Deputy Director

National Foreign Assessment Center

FROM:

William N. Hart

Associate Deputy Director for Administration

SUBJECT:

"Put It In Writing"

REFERENCE:

Your Memo dated 5 February 81, Same Subject

1. The Office of Training and Education (OTE) has examined Mr. Albert Joseph's "Put It In Writing" course and advises that it closely reflects his long-standing personal presentations to CIA. According to OTE writing instructors, "Put It In Writing" encompasses the same principles that have been expounded for many years in OTE's "Effective Written English" course and, to some extent, in "Writing for CIA." The major difference is that "Put It In Writing" is slanted toward usage by commercial firms, whereas OTE's offerings are carefully focused on Agency usage and missions.

- 2. Mr. Joseph's comments concerning conflicts in guidance to writers engendered by contradictory layers of review have also been long recognized by writing instructors in OTE. Ivery effort has been made to persuade such reviewers to avail themselves of OTE's presentations. OTE is convinced that its in-house offerings in writing can be even more effective than Mr. Joseph's course in assisting Agency writers to do a better job, provided management can help persuade reviewers to expose themselves to our writing programs.
- 3. It is true, however, that the limited number of writing instructors in OTE can process only a few hundred students each year. Mr. Joseph's "Put It In Writing" may well serve in a subsidiary capacity to fill the basic needs of NFAC writers until they can be enrolled in the appropriate OTE courses.

/s/ William N. Hart

William N. Hart

Attachment:

Course materials